

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140156-0

PREPARE IN DUPLICATE

DDSI/OTR/ISS - 29

1. TITLE OF REPORT (If a fill-in report include Form No.)

Agency Training Record-Training of Contract Employees

2. TYPE OF REPORT
☐ STATISTICAL
☐ NARRATIVE
☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING
 LOGISTICS ☐ SECURITY
 MEDICAL ☐ FINANCE

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

3

7. FORMAT (memorandum, form computer print-out, etc)

Computer print-out

8. ADP PROCESSING

☒ YES
☐ NO

IF YES GIVE ADP PROCESSING NO.

601G

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS
 OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None
 (Same as 601E)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

285 pages at 3¢ per page x 3 copies x 1 a year =	\$25.65
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TOTAL COSTS PER YEAR

\$25.65

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

HR ☐ This report will be deleted and not produced as the information has been added to the 601A Report.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS ☐ OTHER (explain)

☐ CHANGE

☒ DISCONTINUE Has now been made a part of 601A Report

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

0

\$51.30

STAT

16. DATE OF INVENTORY

9

OCT 19/

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

☐

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Records Management Officer, OTR